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WAR FOOD ADMINISTRATION  
Food Distribution Administration  
Washington 25, D. C.

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June 11, 1943

DIRECTOR'S MEMORANDUM NO. 55

Responsibility for Facility Security Program

War Food Administrator's Memorandum No. 9, dated June 2, 1943, delegated to me as Deputy Administrator responsibility for the protection of food products, fibers, naval stores and vegetable oils against fire and other destructive acts or omissions.

To assist in carrying out this responsibility, I am appointing Mr. Samuel U. Baxter, formerly with the Farm Credit Administration, as Special Assistant in charge of the Facility Security Program. Among other qualifications for this work, Mr. Baxter has had special training in anti-sabotage and fire prevention at the Provost Marshal General's School at Fort Oglethorpe, Georgia. A small staff will be provided to assist with this program, both in Washington and in the regional offices. Necessary funds will be provided to pay the salaries and other expenses of such employees.

This program involves close collaboration with the Office of Civilian Defense and other government agencies, such as the Army and the Department of Justice. Wherever practical, personnel and facilities of all War Food Administration agencies and branches will be utilized in whatever capacity they are best qualified.

Mr. Baxter will be responsible, at the staff level, for developing detailed plans and procedures and for putting them into operation as soon as possible. In general, the program will be developed along the following lines:

1. A list of facilities established on the basis of "graded protection" will be drawn up so that the types of commodities or plants for which some immediate protection is needed are segregated from those facilities for which relatively less protective work is required immediately.
2. Processing plants and warehouses on the high priority list now being inspected by FDA field inspectors will be assigned to the appropriate Washington branch for service under this program. Wherever the field staff is well trained for this type of work, as in the warehouse inspection services, it may be possible to assign responsibility for other facilities not now inspected by them.
3. For facilities with a lower priority rating, those operating branches of FDA with inspection field personnel suited to the job will be called upon to obtain information either by special inventory or as a part of their existing inspection work.

Surveys and actual physical inspection of plants or the facilities not assigned to existing field inspectors will be conducted by a staff assigned to the FDA regional offices. This staff will be in addition to existing inspection and other personnel now available.

All reports of surveys will be sent to Washington through the regional office. The Washington staff will review the results of the surveys and make recommendations for remedial action, wherever necessary, directly to the operator of the facility with copies to the regional office. Follow-ups to insure compliance with these recommendations, as well as liaison relationships with the regional offices and the Office of Civilian Defense, will be the responsibility of the regional FDA offices.

/s/ Roy F. Hendrickson

Director